

Wallops Contractor Safety Council
Meeting Minutes
January 09, 2001

CHAIRMAN: David Quillen/H&H

VICE CHAIRMAN: Dwayne Rye/CSC Code 803

ATTENDANCE:

OHI/Curtis Oakley	DynCorp/Mike Singer	H&H/Dave Quillen
NSI/William Hargrove	CSC/Dwayne Rye	NASA/803 Terry Potterton
CSC/Bob Hickman	H&H/Harvey Spurlock	GHG/Steve Jones
PRC/Jim Deaton		

AGENDA:

1. Old Business (Status Reports)
2. New Business
3. Next Meeting

MINUTES:

Old Business:

CONFINED SPACE. Pending further review.

CRANE IN F-10. No status. Pending further review

COUNSEL CHARTER REVIEW The current Contractors Safety Counsel Charter was distributed to counsel members for review as discussed in the last Counsel meeting. The proposal to review the charter was accepted. It was agreed that members review the charter and provide recommendations for revision by E-mail to Dwayne Rye/CSC prior to the next meeting in February. Recommendations will be reviewed at the next meeting and approved revisions will be incorporated.

LIST OF COUNSEL MEMBERS The current available list of Contractor Safety Counsel members was distributed and reviewed. Recommendations were made to add the WFF contractors not listed and look at possibly adding the temporary construction contractors and the Navy. Dwayne Rye/CSC will notify Facilities Management and the Navy to discuss whether or not they would like to be represented. Information gathered will be presented at the next meeting.

NASA MISHAP REPORTS As a follow-on from the last counsel meeting, Dwayne Rye passed out information that gave the basic definition for what constitutes a

NASA reportable mishap, and what occurrences are exempt from mishap reporting. NPG 8621.1- NASA Procedures and Guidelines for Mishap Reporting, Investigation, and Record keeping is the governing NASA document to follow in the event of mishaps at WFF. All Mishap reports are submitted to Claudia Fulk Code 803.

New Business

CONSOLIDATING TRAINING NEEDS As an agenda item for discussion, Dwayne Rye/CSC proposed that consolidating training between contractors and the Safety Office may be an effective means to reduce individual contractor training costs by opening scheduled training to other contractors that require the same training at no cost (except for materials). Additionally, the proposal included using the Contractor Safety Counsel Forum to provide the means to share information regarding upcoming training topics, dates, and available seating open to other contractors. Further discussion on training will be included in the next months Safety Counsel agenda.

CLOSE CALL REPORTING Terry Potterton/Code 803 addressed the issues regarding close call reporting and what the system is primarily intended for, and what it's not intended for. The system provides the means to report and track hazards or close calls in which an accident or incident "almost happened" (NEAR MISS) The system is designed to ensure that all Close calls reports are assigned Safety Point of Contact, corrected and closed out as quickly as possible, and to prevent the occurrence from happening again. Some counsel members stated they would like to have a means of accessing the system themselves to track specific close calls. The Safety Office will look into ways to expand the system so that this can be accomplished and provide the information at the next meeting.

SAFETY OFFICE MONTHLY INCIDENT REPORT Curtis Oakley/OHI presented information on the new monthly incident report that the Safety Office is distributing. The report is a compilation of all reported close calls, mishap reports, and Fire Dept. responses for that particular month. Counsel members will start receiving this report starting next month.

NEW CHIEF OF SAFETY (CODE 800) SELECTED Terry Potterton/Code 803 reported that the selection for Safety Office Chief has been made. Mr. Lester McGonigal from Kennedy Space Center will fill the position. Mr. McGonigal currently serves as NASA's Range Safety Manager. No further information is available at this time.

CRANES AND AIR COMPRESSORS Bill Hargrove/NSI addressed a few important reminders and presented new information regarding cranes and air compressors. If purchasing new air compressors or cranes, ensure that NSI is notified so that the piece of equipment can be put in the system and have scheduled maintenance performed. Additionally ensure that they are ASME coded and that the U-1A forms are ordered

along with the equipment. All crane operators (no matter what type) are to be in the crane training program. Critical Lift training is now available here at WFF.

AUTOMATED EXTERNAL DEFBRILLATOR (AED) As a follow-up from the last Counsel meeting, Bob Hickman/CSC presented updated information regarding AED's. The Life saving devise will be coming to WFF. The devise was presented at the Greenbelt Safety and Health Forum by SWALES Aerospace. The congress has also passed Cardiac Arrest Survival Act H.R. 2498 in October 2000. The act emphasizes placing AED's in federal buildings and training private citizens in AED usage.

If you have any questions or have information that you would like to discuss please contact Dave Quillen at Ext. 2025 or Dwayne Rye at ext. 1884,

The next Contractor Safety Council meeting is scheduled for February 6, 2001 at 10 a.m. in building E-107, Room 117.

Scaffolding Safety Training is scheduled for Feb. 26-28, 2001. This is a NSTC Training Course. Please ensure that your personnel desiring or required to have this training are registered by Jan. 26, 2001. See attachment for course description.

See You Next Month.